

SARDAR PATEL UNIVERSITY, MANDI-175001
“Establishment Branch”
Application Form for Duty Leave

1. Name.....
2. Designation.....
3. Department.....
4. Period of duty leave with dates.....
5. Reason for Duty Leave.....
6. Supporting Document(s).....
7. Leave Address and period of station leave with date(s).....
.....
8. Teaching arrangements of classes of applicant during the period of duty leave.....
.....
9. Duty leave already availed during the calendar year.....
.....
10. Total Teaching Days in the Semester till date.....
11. Total Leaves already taken during teaching days.....
12. Signature of the faculty who has been assigned duty during leave period with name
(lecture wise).....
.....

Signature of Teacher

Dated.....

The above mentioned leave is Recommended/Not Recommended.

I certify that the above information is correct as per records.

Signature of Authority
(Pro-VC/Dean/HOD)

The above mentioned leave is Approved/Not Approved.

Signature of the Approving Authority

Registrar

Note: Maximum 10 teaching days only in a Semester will be allowed as any kind of leave.